MeetingMaker Export Calendar Procedures

Open a room calendar.

Under the File menu, select **Export as Text**. (See Figure 1).
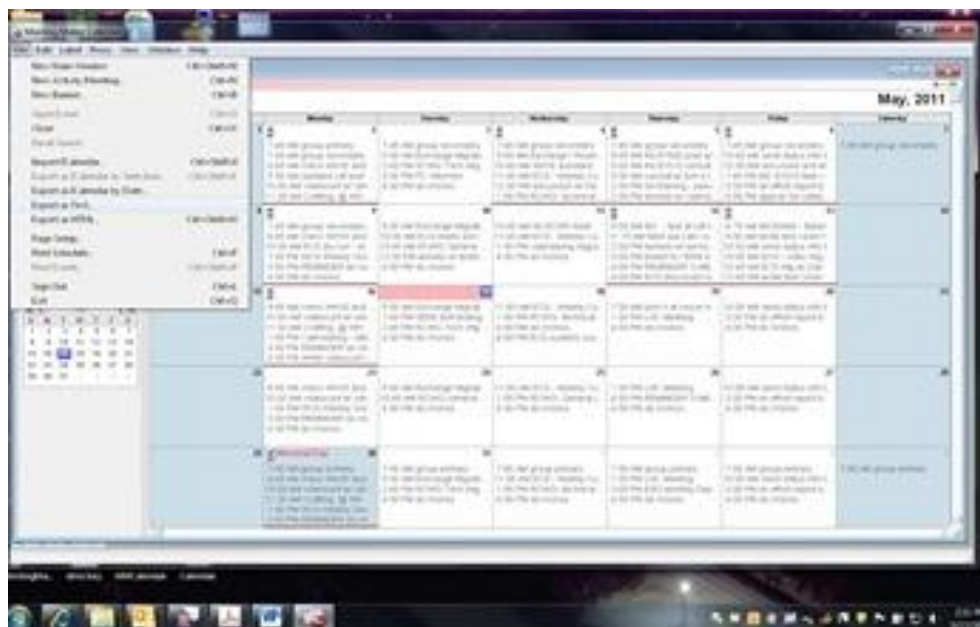

Figure 1.

Uncheck the **Contacts** and **To-Dos boxes and leave the calendar field checked.**

Select the date range you wish to save.

> We suggest using a six month date range.
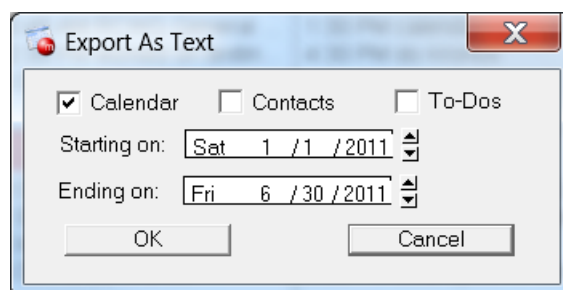
Select **OK**. (See Figure 2).

Figure 2.

You will be prompted to create a filename and a location to save this file. (See Figure 3).
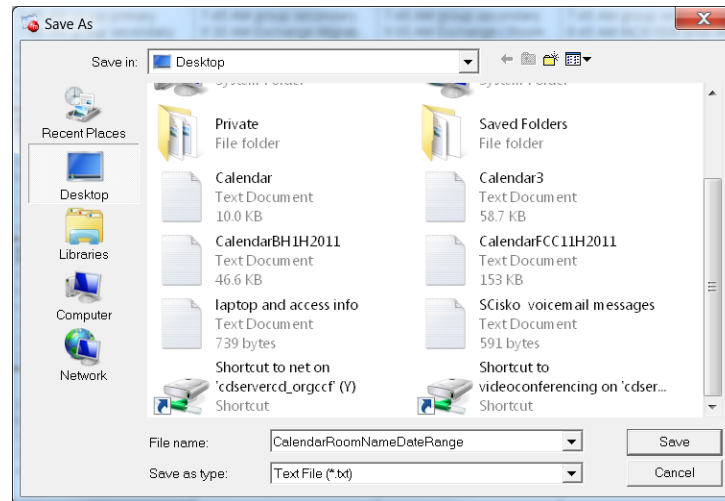

Figure 3.

Open a blank Microsoft Excel spreadsheet.

From the location where you saved the file you exported from Meeting Maker, drag and drop it into the blank Excel spreadsheet. The spreadsheet will populate with Meeting Maker fields for meeting title, day, start time, duration and notes. (See Figure 5).
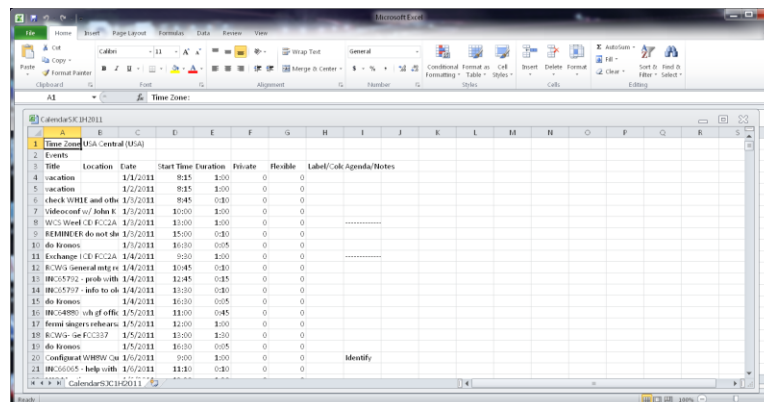

Figure 5.

NOTE:

All meetings and activities are exported from Meeting Maker without indication if they re-occur, and if they do the frequency of re-occurrence. The only way to find out this detail is to open the meeting or event in Meeting Maker.